

Part 1 – Agency Profile

Agency Overview

The Idaho Certified Shorthand Reporters Board is a self-governing regulatory Board authorized under Chapter 31, Title 54, *Idaho Code*. All costs associated with operating the Board are paid from fees collected by the Board.

The Board consists of five (5) members, who shall be appointed by the governor and shall have the qualifications required by section 54-3105, *Idaho Code*. The Board is comprised of members representing at least three (3) members of the Board shall be persons who have been nominated by the Idaho Shorthand Reporters Association who must have had at least five (5) years continuous experience immediately prior to their nomination as a freelance shorthand reporter or official court reporter. One (1) other member of the Board shall be an Idaho district judge nominated by the Idaho Supreme Court.

The other member of the Board shall be a member of the Idaho State Bar and nominated by the Idaho State Bar Association. All nominations are sent to the Governor for review and final appointment. In addition to the appointed Board members, the Certified Shorthand Reporters Board is staffed by one Executive Secretary at a .33 FTP. The Board is located at 3350 Americana Terrace, Suite 243, Boise Idaho 83706. Board President is Candace Childers.

Issues concerning the Board are:

- Population of aging Certified Shorthand Reporters
- A decrease in applicants taking and passing the Idaho exam due to unprepared individuals.

How does our agency continue to be successful?

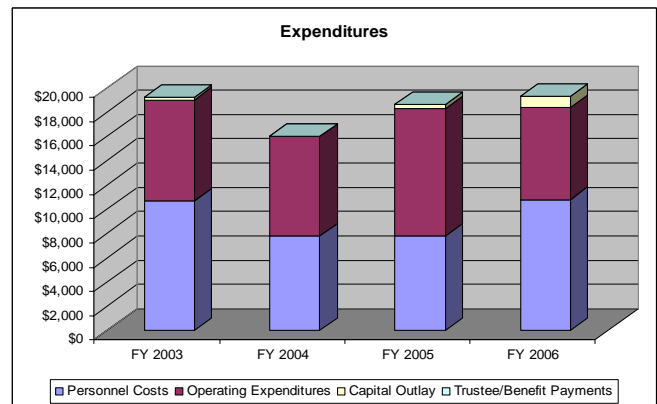
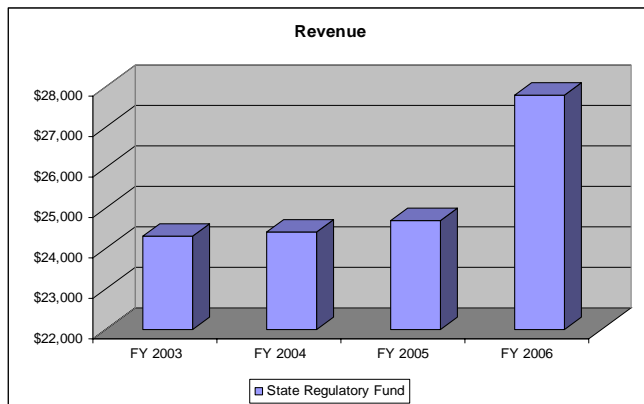
- With dedicated Board members our agency has not lost sight of the mission statement.
- Regular review of statutes and rules has kept the Board current.
- Providing study examination materials to our students will help more individuals pass the Idaho exam and become certified.

Core Functions/Idaho Code

- Protect the public.
- Determine the qualifications of persons applying for certificates as Certified Shorthand Reporters.
- Prescribe, administer, and determine a passing grade for the examination of applicants applying for certificates as Certified Shorthand Reporters.
- Conduct investigations and hearings.
- Collect fees and charges.
- Make rules and regulations to carry out the intent and purposes of the *Idaho Code* Chapter 31, Title 54.
- Administer other provisions of *Idaho Code* Chapter 31, Title 54.

Revenue and Expenditures:

Revenue	FY 2003	FY 2004	FY 2005	FY 2006
State Regulatory Fund	\$24,300	\$24,400	\$24,700	\$27,800
Total	\$24,300	\$24,400	\$24,700	\$27,800
Expenditure	FY 2003	FY 2004	FY 2005	FY 2006
Personnel Costs	\$10,700	\$7,800	\$7,800	\$10,800
Operating Expenditures	\$8,300	\$8,200	\$10,500	\$7,600
Capital Outlay	\$200	\$0	\$300	\$900
Trustee/Benefit Payments	\$0	\$0	\$0	\$0
Total	\$19,200	\$16,000	\$18,600	\$19,300.00



Profile of Cases Managed and/or Key Services Provided

Cases Managed and/or Key Services Provided	FY 2003	FY 2004	FY 2005	FY 2006
Number of Total Temporaries Applications	3	10	8	13
Number of Temporaries Issued	3	10	8	13
Number of NCRA Certificates Issued	0	4	2	6
Number Passing the Idaho exam	8	3	8	10
Number of Total CSR Certificates Issued	8	7	10	29
Number of Complaints Received	0	3	5	1
Number of purchased testing material.	N/A	N/A	N/A	8

Performance Highlights:

Many of the goals within the Certified Shorthand Reporters Board's strategic plan have been achieved this year due to a continued operations review that began in April 2003. The Board has streamlined the fiscal accounting processes and have fully incorporated all approved systems offered by the State Controllers Office. The Board added an additional area within public awareness to help Board members provide information to the public in June 2005. With the use of the Certified Shorthand Reporters Board web-site and newsletter, this goal has also been achieved and the Board will continue to offer these services. Ten out of nineteen individuals took and passed the Idaho exam, eight individuals purchased study material which indicates that the overall pass rate is increasing. This area will continue to be monitored.

Part II – Performance Measures

Performance Measure	2003	2004	2005	2006	Benchmark
1. Applicants meet all requirements of the law.	100%	100%	100%	100%	Determines qualifications of applicants.
2. Individuals taking the Idaho exam have high standards and qualifications.	40	19	19	19	Measures the number of individuals taking the Idaho exam and allows for public assurance of

Performance Measure	2003	2004	2005	2006	Benchmark
					competence of Court Reporters.
3. Adherence to rules and regulations regarding CSR's.	30 days	122 days	5 days	3 days	Process and validation of complaints in a timely manner, following due process procedures.
4. Protection of public against fraudulent and unethical behavior.	100%	100%	100%	100%	Provide effective control of Certified Shorthand Reporters.
5. Revenues collected.	13,500.00	16,600.00	18,400.00	19,000.00	Tracking of revenue for appropriate fees collected.
6 Legislative changes made.	100%	N/A	100%	100%	Allows the Board to keep current with industry changes.
7. Idaho Statutes and Rules are followed by the Board and staff.	100%	100%	100%	100%	Provides for fair decision making by Board.
8. Increase internal controls.	N/A	100%	100%	100%	Assurances to public that correct accounting procedures are followed.
9. Improved knowledge of regulations, rules and functions performed by the Board.	100%	100%	100%	100%	Provides public with opportunities to attend Board meetings and provide input.

Performance Measure Explanatory Note:

The Certified Shorthand Reporters Board has achieved Performance Measures for the following goals and will continue to monitor.

- Registration and Certification
- Examination
- Statue and Rules Review
- Method of acceptable protocols
- Public Awareness

For More Information Contact

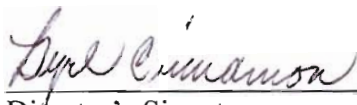
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AUG 29 2006

Director Attestation for Agency Profile

In accordance with *Idaho Code* 67-1904, I certify the data provided in the Agency Profile has been internally assessed for accuracy, and, to the best of my knowledge, is deemed to be accurate.

Department: Idaho Certified Shorthand Reporters Board



Director's Signature

August 25, 2006

Date

Please return to:

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